

## **Endocrine Views Editorial Board**

### **Committee Composition**

Chair (Editor)	A member of the European Society of Endocrinology, designated by the Executive Committee. The Chair does not need to be a member of the ESE Executive Committee.
Full members:	Up to 8 members. An open call for available Committee positions will be advertised. ESE members can apply themselves or nominate someone else. Current Committee members can also make nominations. This Committee will review and vote on the applications/nominations received. The Committee Chair will then propose the new member(s) to the Executive Committee, who will ratify the new member(s).  Membership to include (all co-terminous with office). EC Editor-in-Chief, or representative. EJE Editor-in-Chief, or representative. ESE EYES News Editor. ESE EYES Representative.
Ex-officio members:	None stated.
Co-opted members:	None stated.

**Quorum** 3 full members (including the Chair).

### **Duration of Service**

Chair:	4 years.
Full members:	4 years.
Ex-officio members:	Co-terminous with office.
Co-opted members:	

**Reporting** The Editorial Board reports to the ESE Publishing and Communications Committee.  
Three meetings per year, one for each issue of *Endocrine Views*.

**Meetings** The work of the Editorial Board is very important. Board members are expected to attend all Board meetings and to participate in Board related email communications.  
Board members who do not attend three consecutive meetings (or one meeting in a year if meetings are held annually) will be asked to step down, other than in exceptional circumstances.

**Remit**

1. *Endocrine Views* is dedicated to keeping endocrinologists across Europe and beyond up to date with ESE activities and other relevant news.
2. The magazine acts as a platform for communication and provides a range of information including feature articles (society news, ECE news and diary/deadline date information).
3. The Editorial Board is responsible for the planning of issues and generating ideas for content.

## **Additional notes**

- All Board members need to be paid up members of the European Society of Endocrinology.
- The Board will liaise with other ESE Committees as appropriate and other Committee Chairs can be called upon to attend meetings, if needed.
- The President and/or President-Elect can be invited to attend or choose to attend a meeting – either in full or for a specific agenda item.
- All papers and minutes must be treated in strictest confidence.
- The use of an AI ‘otter’ to join meetings/take notes at a committee meeting is not permitted unless expressly authorised by the Chair.
- All Board members must act in the best interest of the Society.
- Any potential conflicts of interest should be declared at the start of the meeting or as they arise, and the member concerned should take no part in the discussion.
- The Chair should not serve a second consecutive term of office, unless there are exceptional circumstances identified by the Executive Committee.
- The Society is committed to equal opportunities and the promotion of equality, diversity and inclusion and where possible this committee should follow the principles of [ESE’s Equality, Diversity and Inclusion Policy](#).
- Board membership should represent the key areas of interest; geographical spread; and gender considerations.

ESE Team member responsibility: Head of Membership, Marketing and Communications.

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